

DD/FB 70-0286

22 JAN 1970

D D I S T R I B U T I O N  
F I L E Personnel 2-1

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Regularly Scheduled Overtime

REFERENCE : 

25X1

1. Paragraph 4 of this memorandum contains a recommendation for your approval.

2. Referent Regulation requires that the Deputy Director for Support approve regular overtime which is scheduled in his Directorate. I consider the regularly scheduled overtime listed in paragraph 3 below to be essential to the effective functioning of this component.

3. Our regularly scheduled overtime represents a regular requirement for a specified number of overtime hours per week, but the requirement is met by several employees sharing the workload requirement. In these situations we are identifying the requirement, but not the individual employees who will satisfy the requirement. If approved, individual claims under this authority will be approved by me, or in my absence, by the Acting SSA-DDS.

Overtime Requirement	Name (where applicable)	No. of hours per week
SSA Sat duty secretary	Various	4
SSA Sat duty officer (GS-11 or below)	"	4

4. Since the requirements listed in paragraph 3 above are of a continuing nature, it is requested that approval be given for the indefinite future.

  
Special Support Assistant/DDS

25X1

SUBJECT: Regularly Scheduled Overtime

The recommendation in  
paragraph 4 is approved.

SIGNED R. L. BANNERMAN

23 JAN 1977

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R. L. Bannerman  
Deputy Director  
for Support

Date

Distribution:

Orig & 1 - Addressee (for return to SSA/DDS)  
2 - DDS (Duly)

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